

21 August 1952

REPORT FOR THE WEEK OF 18 - 22 AUGUST~~CONFIDENTIAL~~

To:

From:

## I. Outstanding Achievements

With [ ] completed individual conferences with Evaluations Officers in all organizational components participating in the first Personnel Evaluation Report training program, all offices except DDP offices, in preparation for kick-off meeting on Friday at 9:30 a.m. A complete schedule of training meetings for these offices prepared by Miss [ ]

## II. Developing Plans

Planning to push the Human Resources Program after 1 October.

Waiting to hear from [ ] to plan for P. E. R. training for DDP offices.

25X1

## III. Contributions by TRG

Completed arrangements to attend national convention of American Political Science Association, Buffalo, New York, 26 - 28 August, to participate in several discussions of DEVELOPING AMERICAN PERSONNEL POTENTIAL FOR FOREIGN SERVICE.

## IV. Contributions to TRG by Others

25 YEAR RE-REVIEW

None to report.

## V. Requests for Special Training

OFO, Middle East Division, has expressed an interest in having the Human Resources Program instituted there.

It is planned to tie-in closely with all Placement Officers in the future development of the Human Resources Program. There is certainly plenty of room for constructive cooperation between Training and Personnel in this program,- in fact, I had assumed that Training would be working closely with Personnel in all matters pertaining to supervisory training. As we move along with this program, I am sure that functional cooperation between Training and Personnel will become quite evident.

I shall be away from the office from 7 p.m., 25 August, until 8 a.m., 3 September.

~~CONFIDENTIAL~~

25X1